



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

Montgomery County Regulation on:

## SCHEDULE OF FEES FOR PERMITS, LICENSES AND CERTIFICATIONS – METHOD 2

### DEPARTMENT OF PERMITTING SERVICES

Issued by: County Executive  
Regulation No.

Authority: Code Sections 8-13, 8-14, 8-24B, 8-28, 17-2, 17-10, 17-20, 27A-5(e), 22-13, 47-2, 47-4,  
Supersedes: Regulation Nos. 63-93, 11-96, 2-97, 6-98, 24-01  
Council Review: Method 2 under Code Section 2A-15  
Register Vol. Issue  
Comment deadline:  
Effective date:  
Sunset date: None

**SUMMARY:** This regulation, in general, increases, by 15%, most permit and license fees that cover the administration and enforcement programs of the Department of Permitting Services. The regulation increases, by more than 15%, the application-filing fee (the minimum fee) for the construction of new one- and two-family attached and detached dwellings and for other multifamily and commercial building-permit applications. It adds new fees for the construction of one- and two-family attached and detached dwellings larger than 7500 in gross floor area. It consolidates mechanical-permit fees into a subcategory of building permits, but does not change those fees. And, it deletes the fee for smoke-control plan review.

**ADDRESSES:** Department of Permitting Services  
255 Rockville Pike, Second Floor  
Rockville, Maryland 20850

**STAFF CONTACT:** Shahriar Amiri, Chief  
Division of Building Construction  
240-777-6230

Reginald Jetter, Chief  
Division of Casework Management  
240-777-6275



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

**BACKGROUND INFORMATION:** The Department of Permitting Services was established as a fee-supported enterprise within the Executive Branch of Montgomery County in 1996. Revenues that support the Department are established by Method 2 or Method 3 Executive Regulations and by County Council resolution. This regulation establishes and consolidates a number of Method 2 Executive Regulations, including those governing building-permit, electrical-permit- and -license, fire-code-plan-review, mechanical-permit, well-connection, and vendor fees.

## I. BUILDING

### A. General

1. All fees required by this section must be paid prior to release of the permit and before the start of construction.
2. A filing fee must be paid at the time of application submittal. Filing fees are included in the permit fee.
3. Permit fees are calculated and collected for each permit application. When an application includes multiple buildings, a separate fee will be assessed to each building as defined in the building code, or as identified by a separate mailing address.
4. The maximum building permit fee is \$126,500 per application or per building/address when multiple buildings are included in a single application.

### B. One- and Two-Family-Attached and -Detached Dwellings and Related Accessory Structures

1. Application filing fee for new-building construction \$ 400
2. Application filing fee for alteration or addition \$ 145
3. New construction:
  - One- and two-family-detached dwelling unit per dwelling unit:
    - Gross floor area less than 5,000 square feet (SF) \$ 805
    - Gross floor area 5,000 SF but less than 7,500 SF \$1,150
    - Gross floor area 7,500 SF or more \$1,495
  - One- and two-family-attached dwelling unit per dwelling unit \$ 520



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

4. Additions: \$0.17 per SF of the construction area
5. Repairs and alterations: \$0.12 per SF of the construction area
6. Private in-ground swimming pool (including fence) \$ 230
7. Private above-ground swimming pool (including fence) \$ 115
8. Decks (opened unenclosed) 500 SF or less in area \$ 86
9. Accessory buildings:  
200 SF or less \$ 58  
More than 200 SF, the greater of the application filing fee  
or \$0.17 per SF
10. Plan Revision: \$0.17 per SF of revised area

C. Other Buildings and Structures

1. Application-filing fee for construction, alteration or addition; \$ 400
2. New construction: Is based on the cost of construction as determined by using the latest valuation data and procedures, as published by the International Code Council. The director will provide a worksheet and a formula that includes the latest numerical values of the valuation data and the local permit-fee multiplier to be used in determining the fee. The local permit-fee multiplier is 0.0144. An applicant must provide building dimensions, square footage, use group, construction type, and numbers of floors including basements, in order for the fee to be calculated.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

**Subject:**

Schedule of Fees for Permits, Licenses and Certifications – METHOD 2

**Number:**

15-03AM

**Effective Date:**

July 9, 2003

**Originating Department:** DEPARTMENT OF PERMITTING SERVICES

3. Additions, repairs, alterations, accessory structures and plan revisions: Is based on the cost of construction as provided by the applicant multiplied by the local permit fee multiplier. However, the department may verify and recalculate the cost estimation submitted by the applicant by using the latest valuation data and procedures, as published by the International Code Council. The director will provide a worksheet and a formula that includes the latest numerical values of the valuation data and the local permit-fee multiplier to be used in determining the fee. The local permit-fee multiplier is 0.0144. An applicant must provide building dimensions, square footage, use group, construction type, and numbers of floors including basements, in order for the fee to be calculated.

D. Demolition Permit \$ 175

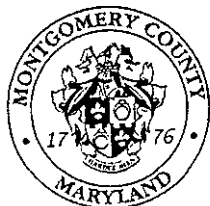
E. Fence Permit \$ 35

F. Use-and-Occupancy Certificates

1. The fee for a Use-and-Occupancy Certificate must be paid at the time of application. The maximum fee is \$575.
2. The fee for any Use-and-Occupancy Certificate for each building or portion of a building or use is per square foot of area, as follows:

0 - 5,000 SF	\$ 210
5,001 – 10,000 SF	\$ 345
10,001 – 20,000 SF	\$ 415
20,001 SF and up	\$ 415 plus
\$0.0115 per SF of area exceeding 20,000 SF	

3. The fee for a Use-and-Occupancy Certificate for lots or parcels without buildings/structures on them is \$210.
4. The inspection fee for using or occupying a site without a Use-and-Occupancy Certificate is \$86, in addition to the fee for the Use-and-Occupancy Certificate.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

## G. Mechanical Permit

1. A minimum fee of \$50 applies to all Mechanical Permits issued to one- and two-family-attached and -detached dwellings.
2. A minimum fee of \$80 applies to all other Mechanical Permits.
3. Except for one- and two-family attached and detached dwellings, the base mechanical fee is 1.25% of the cost difference between the contract value and the value of listed equipment. The Department may require evidence of the contract value and equipment value. This fee is in addition to the equipment fee listed in this section. The following fee schedule applies to each piece of equipment. (The capacity of equipment is not additive.):

### New Equipment:

- a. Heating equipment (includes, but is not limited to, heat pump auxiliary heat, heating capacity of packaged units, duct heaters, VAV box heating elements, gas-fired fireplaces, etc.):

Up to 100 MBH	\$ 25
Each additional 100 MBH or fraction	\$ 10
- b. Cooling equipment (includes, but is not limited to, cooling capacity of heat pumps, packaged units, cooling boxes, cooling equipment with compressors, etc.):

Up to five ton capacity	\$ 25
Each additional five ton or fraction	\$ 10
- c. Fuel tanks:

Each 500 water gallons	\$ 40
------------------------	-------
- d. Expansion tanks:

Each 50 water gallons	\$ 40
-----------------------	-------
- e. Pre-fabricated fireplace (includes wood stoves)

Each firebox	\$ 20
--------------	-------



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

- f. Pre-fabricated chimney  
Each chimney \$ 10

Replacement Equipment/Repair:

- a. Heating equipment:  
Up to 100 MBH \$ 20  
Each additional 100 MBH or fraction \$ 10
- b. Cooling equipment:  
Up to five ton capacity \$ 20  
Each additional five ton or fraction \$ 10
- c. Fuel tanks:  
Each 500 water gallons \$ 30
- d. Expansion tanks:  
Each 50 water gallons \$ 30
- e. Pre-fabricated fireplace  
Each firebox \$ 20
- f. Pre-fabricated chimney  
Each chimney \$ 10
4. Re-inspection fee \$ 30
5. Work without permit \$ 75
6. Consultation inspection (per hour or fraction) \$100

## II. ELECTRICAL PERMIT AND LICENSE FEES

A. General

1. All fees required by this section must be paid before any permit is released, before any electrical work may begin, and before any inspection may be made.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

2. A minimum fee of \$69 applies to all electrical permits issued to one- and two-family attached and detached dwellings.

3. A minimum fee of \$115 applies to all other electrical permits.

## B. Electrical Permits

1. Air conditioners: Apply the motor schedule (see item 18.)

2. Appliances, small\* \$ 7 each  
\* Such as air filters, automatic-vent ampers, clothes washers or dryers, cooking appliances (stoves, ranges, built-ins), dishwashers, disposals, fans, (exhaust, attic), humidifiers, sump pumps, trash compactors, water heaters or other water-treatment appliances

3. Arc-vapor lamps, rectifiers or rheostat chargers for storage batteries \$ 9 each

4. Battery packs \$ 7 each

5. Commercial new construction: (includes all wiring, temporaries-pending-final, equipment/appliances within the structure)

Not over 100 Amps	\$460
From 101 to 200 Amps	\$575
From 201 to 300 Amps	\$690
From 301 to 400 Amps	\$805
For services over 400 Amps:	\$805
plus \$115 for each additional 100 Amps or fraction	

6. Commercial tenant fit-ups, alterations, additions (includes all wiring, temporaries-pending-final, equipment/appliances within the space)

For low voltage or up to 20 devices	\$115
For a single story up to 5,000 square feet	\$175
For a single story from 5,001 – 10,000 square feet	\$290
For a single story from 10,001 – 20,000 square feet	\$345
For over 20,000 square feet or multi-story	\$405 per story



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

7. Control wiring for heating, air conditioning, duct heaters, air handlers, and motor-control centers \$ 17
8. Dental chairs \$ 9
9. Electrical heating equipment (see motor schedule, item 18.)
10. Fire/security-alarm systems \$ 29
11. Single-station smoke detectors (each) installed separately \$ 3
12. First 20 fixtures \$ 9  
Each additional 10 (or fraction thereof) \$ 7
13. Gasoline pumps (each) \$ 7
14. Heating equipment (other than strictly electrical):  
Residential or commercial: oil burners and gas burners,  
including controls (each) \$ 9
15. Modular/mobile home \$ 69
16. Motion-picture booths and equipment (each) \$ 69
17. Meter stacks -- replacements (each meter) \$ 23
18. Motors, generators, rotating machinery, transformers, switch boards,  
electrical heaters, air conditioners (assumes 1 kw or 1 kva = 1 hp):

Under ½ HP	Charged as fixtures
½ HP to 10 HP (each)	\$ 12
Over 10 HP to 20 HP (each)	\$ 17
Over 20 HP to 30 HP (each)	\$ 23
Over 30 HP to 50 HP (each)	\$ 29
Over 50 HP to 75 HP (each)	\$ 35
Over 75 HP (each)	\$ 40





# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

- |     |   |       |
|-----|---|-------|
| 19. | Outlets and rough wiring (1 to 20 lights, switches, or receptacles)   | \$ 12 |
|     | Each additional 10 outlets or fraction  | \$ 6  |
| 20. | Radio, television, telephone (towers, dishes, microwave, relay systems, etc.) equipment   | \$ 75 |
| 21. | Service equipment, heavy-up, replacement, sub-panel, or relocation;   |       |
|     | 0 to 400 Amp  | \$ 29 |
|     | 401 Amps and up   | \$ 58 |
| 22. | Signs (each Sign)   | \$ 69 |
| 23. | Multi-family buildings (apartments, condominium dwelling units);  |       |
|     | For each dwelling unit  | \$175 |
|     | (Common areas such as stairwells, laundry, and storage rooms are charged as individual units for each panel or sub panel required.) |       |
| 24. | One- and two-family dwellings and townhouses:   |       |
|     | The flat fees for all wiring, fixtures, appliances, etc., including temporaries pending final, are as follows:                      |       |
|     | Up to 200 Amp   | \$175 |
|     | 201 to 400 Amp  | \$260 |
|     | More than 400 Amp   | \$345 |
| 25. | Special deck inspections, slab concealment (each)   | \$ 35 |
| 26. | Sub-panels (see service equipment, item 21.)  |       |
| 27. | Swimming pools, hot tubs, and spas, including circulating pumps, fixtures, and receptacles  | \$ 58 |
|     | Bonding   | \$ 17 |
| 28. | Temporary wiring – carnivals, fairs, holiday decorations and tree lots, etc. (Includes panels, fixtures, outlets, etc.)             | \$ 86 |



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

- |     |  |       |
|-----|--|-------|
| 29. | Temporary for construction   | \$ 58 |
| 30. | Transformers (see motor schedule, item 18.)  |       |
| 31. | Transformer vaults, duct banks<br>(outdoor transformer, enclosure substation, or a switch-and-meter<br>vault on private property including wiring) | \$ 75 |
| 32. | X-ray machines (each)  | \$ 12 |
| 33. | Any low-voltage work not previously specified  |       |
|     | 1-20 devices   | \$ 25 |
|     | Each additional 10 or fraction thereof   | \$ 6  |

## C. Electrical License Fees

- |    |  |       |
|----|--|-------|
| 1. | Electrical Examinations                                    |       |
|    | a. Master Electrician & Master Limited                     | \$ 46 |
|    | b. Journeyman Electrician                                  | \$ 29 |
| 2. | License and License Renewal Fees                           |       |
|    | a. Electrical Contractor (per year)                        | \$105 |
|    | b. Master Electrician (per year)                           | \$105 |
|    | c. Master Electrician (Limited) (per year)                 | \$105 |
|    | d. Journeyman Electrician (per year)                       | \$ 46 |
|    | e. Apprentice Electrician (identification card) (per year) | \$ 23 |
| 3. | Duplicate license or identification card                   | \$ 23 |
| 4. | Re-examination fee   | \$ 23 |
| 5. | Late-renewal fee   | \$ 46 |
| 6. | Electrical contractor change of business name or status    | \$ 46 |



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

**Subject:**  
Schedule of Fees for Permits, Licenses and Certifications – METHOD 2

**Number:**  
15-03AM

**Originating Department:** DEPARTMENT OF PERMITTING SERVICES

**Effective Date:**  
July 9, 2003

## III. FIRE-CODE-PLAN-REVIEW FEES

### A. General

1. All fees required by this section must be paid before any permit is released and construction is started.
2. The minimum permit fee is \$115.

### B. Plan Revisions

- |                             |                      |
|-----------------------------|----------------------|
| 1. First revision           | 50% of original fee  |
| 2. Second revision          | 75% of original fee  |
| 3. Each subsequent revision | 100% of original fee |

### C. Fire-Protection-Systems Fees

- |   |                         |
|---|-------------------------|
| 1. Fire-alarm- and -detection systems (including main control panel)          | \$230 per story         |
| 2. Fire-alarm- and -detection systems (devices or household control panel)    | \$ 12 per device        |
| 3. Halon, CO2, or clean-agent systems (including controls, alarms, detection) | \$0.58 per lb. of agent |
| 4. Fire-sprinkler systems   | \$ 2 per head           |
| 5. Fire pumps   | \$ 58 each              |
| 6. Standpipe systems:   |                         |
| a. New systems (per standpipe riser)  | \$100                   |
| b. Existing system (per each addition of a hose valve)                        | \$ 29                   |



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

7. Dry- or wet-chemical-extinguishing systems  
(including hood and duct) \$115 per system

## IV. VENDOR FEES

- A. Application fee (non-refundable) \$ 29
- B. Operator Permit fee
1. For Non-Certified Agricultural Producers and their operators \$ 29
  2. For Certified Agricultural Producers and their operators \$ 12
- C. Point-of-Sale License for Vendors Who are not Certified Agricultural Producers
1. Base Rate (non-refundable) \$230
  2. Per site for Site-Specific Vendor \$ 58
- D. Point-of-Sale License for Certified Agricultural Producers
1. Base Rate (non-refundable) \$ 58
  2. Per site for Site-Specific Vendor \$ 29

NOTE: A separate Point-of-Sale License is required for each vending activity at a site.

- E. Temporary-Sales License
1. 60 consecutive days \$145
  2. Daily Rate \$ 29
- F. Performance Bond for Future-Delivery Vendor \$1,000



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

## V. WELL-LOCATION PERMIT

Well-Location Permit (Each well) \$ 80

## VI. MISCELLANEOUS

- A. Refunds Minimum permit, filing and license fees are non-refundable. In the case of an abandonment or discontinuance of a project under permit, the person who has paid the permit fee may return the permit for cancellation and, upon cancellation, may be refunded up to 50 percent of the fee paid, less the filing fee or minimum fee, as appropriate, provided: (1) No construction has occurred, and (2) The written request for refund is made prior to the expiration date of the permit. Revoked, suspended, or invalid permits or licenses, or licenses or permits in litigation, are not eligible for refunds.
- B. Extensions The fee to extend a permit, after written application and before the expiration of the original permit, is the minimum permit fee applicable to the permit being extended.
- C. Inspection Fees (Does not include fire code inspection)
1. Initial inspection of sites or property where work is proceeding without a permit (except for mechanical work without a permit fee, which is \$75) \$ 86
  2. First or second approved inspection of the same item or stage of construction for permitted work: Included in permit fee
  3. Each re-inspection of the same item or stage of construction after two disapprovals (except for mechanical re-inspection fee, which is \$30) \$ 86
  4. The re-inspection fee must be paid before an additional inspection is scheduled.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

- D. Permit-Application Revisions The fee for revisions to permit information after submission by the applicant is \$46.
- E. Construction-codes modifications or interpretations (Does not include fire code)
1. The fee for a construction-code-modification request, or code interpretation for one- and two-family attached and detached dwellings is \$100.
  2. The fee for a construction-code-modification request, or code interpretation for all other buildings, including multi-family dwellings, is \$200.
- F. Denials All permit requests that are denied because the applicant must apply to the Board of Appeals for a variance must include a non-refundable \$46 processing fee.

## VII. INDEXING OF FEES TO CPI-U

The Director of Permitting Services must adjust each fee set in or under this regulation on July 1 of each year by the annual average increase in the Consumer Price Index for all urban consumers for the Washington-Baltimore Metropolitan area, or any successor index, for the most recent calendar year. For fees of \$100 or more, the Director must calculate the revised fee to the nearest five dollars. For fees under \$100, the Director must calculate the revised fee to the nearest dollar. The Director must publish the amount of this adjustment not later than July 1 of each year.

## VIII. SEVERABILITY

The provisions of these regulations are severable. If a court of competent jurisdiction holds that a provision is invalid or inapplicable, the remainder of the regulation remains in effect.

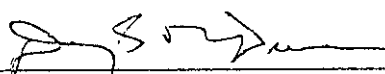


# MONTGOMERY COUNTY EXECUTIVE REGULATION

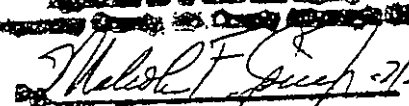
Offices of the County Executive . 101 Monroe Street . Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 15-03AM
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 9, 2003

**EFFECTIVE DATE:** This regulation becomes effective July 9, 2003, or the first business day following approval by the County Council, whichever is later.

  
\_\_\_\_\_  
Douglas M. Duncan, County Executive

7/7/03  
Date

~~Approved as to Form and Content~~  
~~Montgomery County, 2003~~  
 7/2/03